

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS) USER GUIDE

BUDGET REVISION – OPERATING FORM

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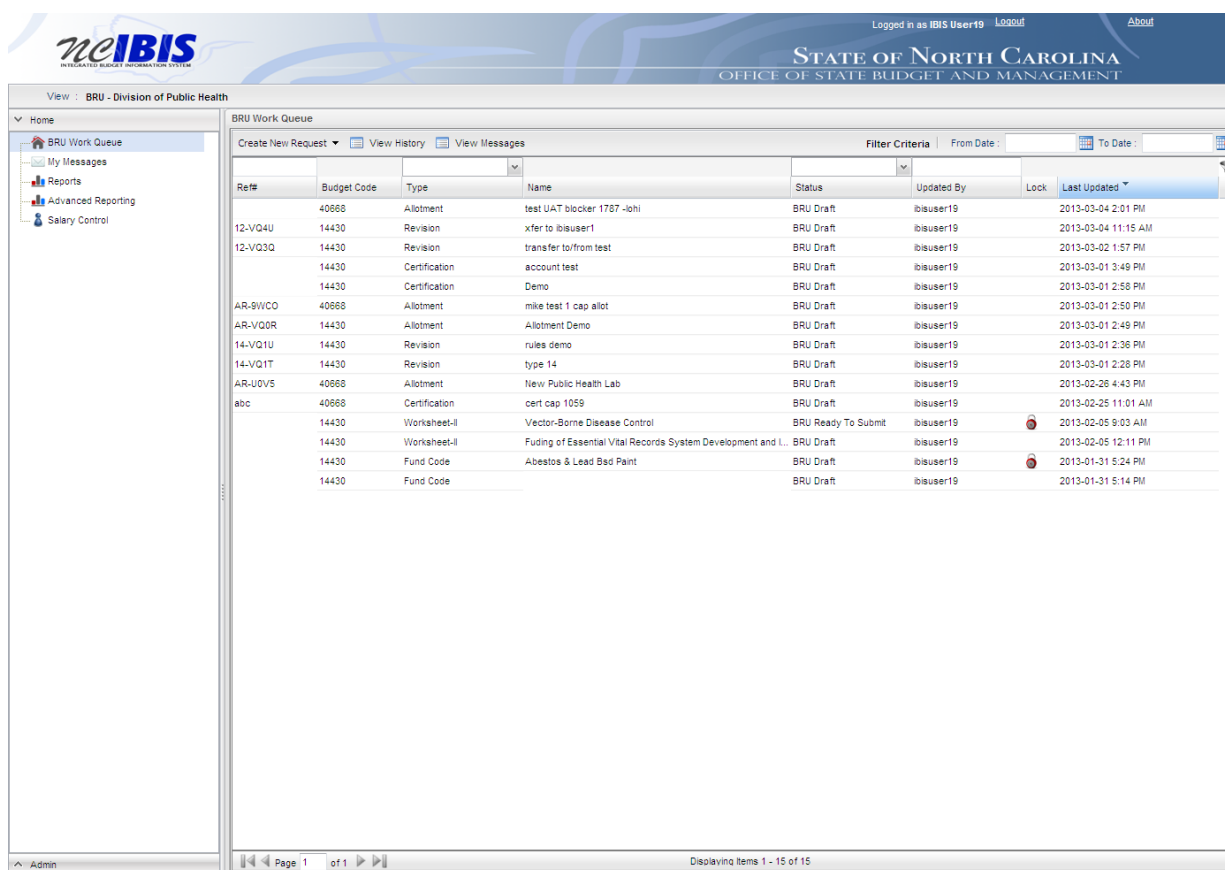
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PREFACE

This training guide describes how to use IBIS to complete a budget revision operating form. For policy guidance regarding budget revisions, please consult the [State Budget Manual](#).

BUDGET REVISION- OPERATING

Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency or OSBM Work Queue page depending on your log-in credentials.



View : BRU - Division of Public Health

BRU Work Queue

Create New Request View History View Messages


Filter Criteria From Date: To Date:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
12-VQ4U	14430	Revision	xfer to ibisuser1	BRU Draft	ibisuser19		2013-03-04 11:15 AM
12-VQ3D	14430	Revision	transfer to/from test	BRU Draft	ibisuser19		2013-03-02 1:57 PM
	14430	Certification	account test	BRU Draft	ibisuser19		2013-03-01 3:49 PM
	14430	Certification	Demo	BRU Draft	ibisuser19		2013-03-01 2:58 PM
AR-9VCO	40668	Allotment	mike test 1 cap allot	BRU Draft	ibisuser19		2013-03-01 2:50 PM
AR-VQOR	14430	Allotment	Allotment Demo	BRU Draft	ibisuser19		2013-03-01 2:49 PM
14-VQIU	14430	Revision	rules demo	BRU Draft	ibisuser19		2013-03-01 2:36 PM
14-VQIT	14430	Revision	type 14	BRU Draft	ibisuser19		2013-03-01 2:28 PM
AR-UOV5	40668	Allotment	New Public Health Lab	BRU Draft	ibisuser19		2013-02-26 4:43 PM
abc	40668	Certification	cert cap 1059	BRU Draft	ibisuser19		2013-02-25 11:01 AM
	14430	Worksheet-ll	Vector-Borne Disease Control	BRU Ready To Submit	ibisuser19		2013-02-05 9:03 AM
	14430	Worksheet-ll	Funding of Essential Vital Records System Development and I...	BRU Draft	ibisuser19		2013-02-05 12:11 PM
	14430	Fund Code	Asbestos & Lead Based Paint	BRU Draft	ibisuser19		2013-01-31 5:24 PM
	14430	Fund Code		BRU Draft	ibisuser19		2013-01-31 5:14 PM

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Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, these will appear in a drop-down list in this field. In the example below, the user is logged in as the Division of Public Health.



STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT

Logged in as IBIS User19 Logout About



View : BRU - Division of Public Health

Home

- BRU Work Queue
- My Messages
- Reports
- Advanced Reporting
- Salary Control

BRU Work Queue

Create New Request View History View Messages
Filter Criteria From Date : To Date :

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	40668	Allotment	test UAT blocker 1787 -lohi	BRU Draft	ibisuser19		2013-03-04 2:01 PM
12-VQ4U	14430	Revision	xfer to ibisuser1	BRU Draft	ibisuser19		2013-03-04 11:15 AM
12-VQ3Q	14430	Revision	transfer to/from test	BRU Draft	ibisuser19		2013-03-02 1:57 PM
	14430	Certification	account test	BRU Draft	ibisuser19		2013-03-01 3:49 PM
	14430	Certification	Demo	BRU Draft	ibisuser19		2013-03-01 2:56 PM
AR-SWCO	40668	Allotment	mike test 1 cap allot	BRU Draft	ibisuser19		2013-03-01 2:50 PM
AR-VQ0R	14430	Allotment	Allotment Demo	BRU Draft	ibisuser19		2013-03-01 2:49 PM
14-VQ1U	14430	Revision	rules demo	BRU Draft	ibisuser19		2013-03-01 2:36 PM
14-VQ1T	14430	Revision	type 14	BRU Draft	ibisuser19		2013-03-01 2:28 PM
AR-UOV5	40668	Allotment	New Public Health Lab	BRU Draft	ibisuser19		2013-02-28 4:43 PM
abc	40668	Certification	cert cap 1059	BRU Draft	ibisuser19		2013-02-25 11:01 AM
	14430	Worksheet-II	Vector-Borne Disease Control	BRU Ready To Submit	ibisuser19		2013-02-05 9:03 AM
	14430	Worksheet-II	Funding of Essential Vital Records System Development and I...	BRU Draft	ibisuser19		2013-02-05 12:11 PM
	14430	Fund Code	Asbestos & Lead Bad Paint	BRU Draft	ibisuser19		2013-01-31 5:24 PM
	14430	Fund Code		BRU Draft	ibisuser19		2013-01-31 5:14 PM

Admin
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Creating a New Budget Revision

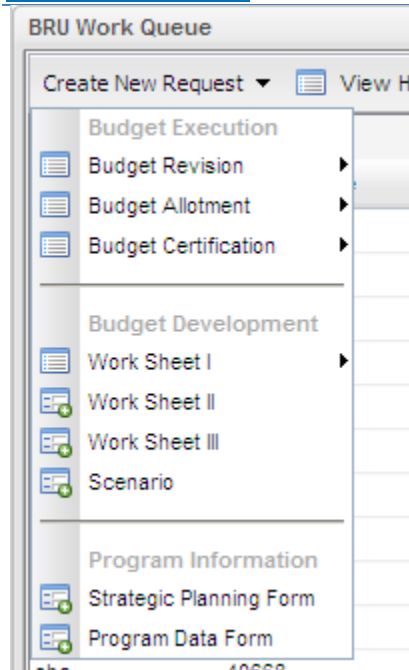
To create a new budget revision form, click on the Create New Request dropdown list in the middle of the screen.

BRU Work Queue

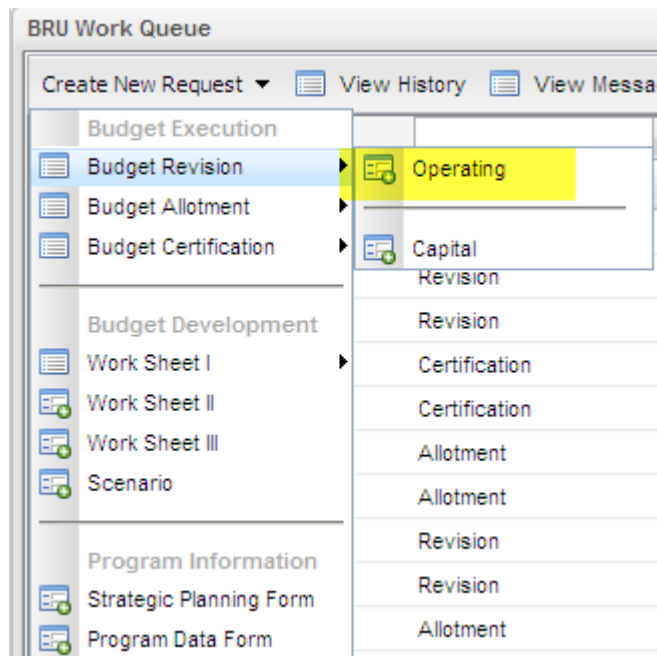
Create New Request View History View Messages
Filter Criteria From Date : To Date :

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	40668	Allotment	test UAT blocker 1787 -lohi	BRU Draft	ibisuser19		2013-03-04 2:01 PM
12-VQ4U	14430	Revision	xfer to ibisuser1	BRU Draft	ibisuser19		2013-03-04 11:15 AM

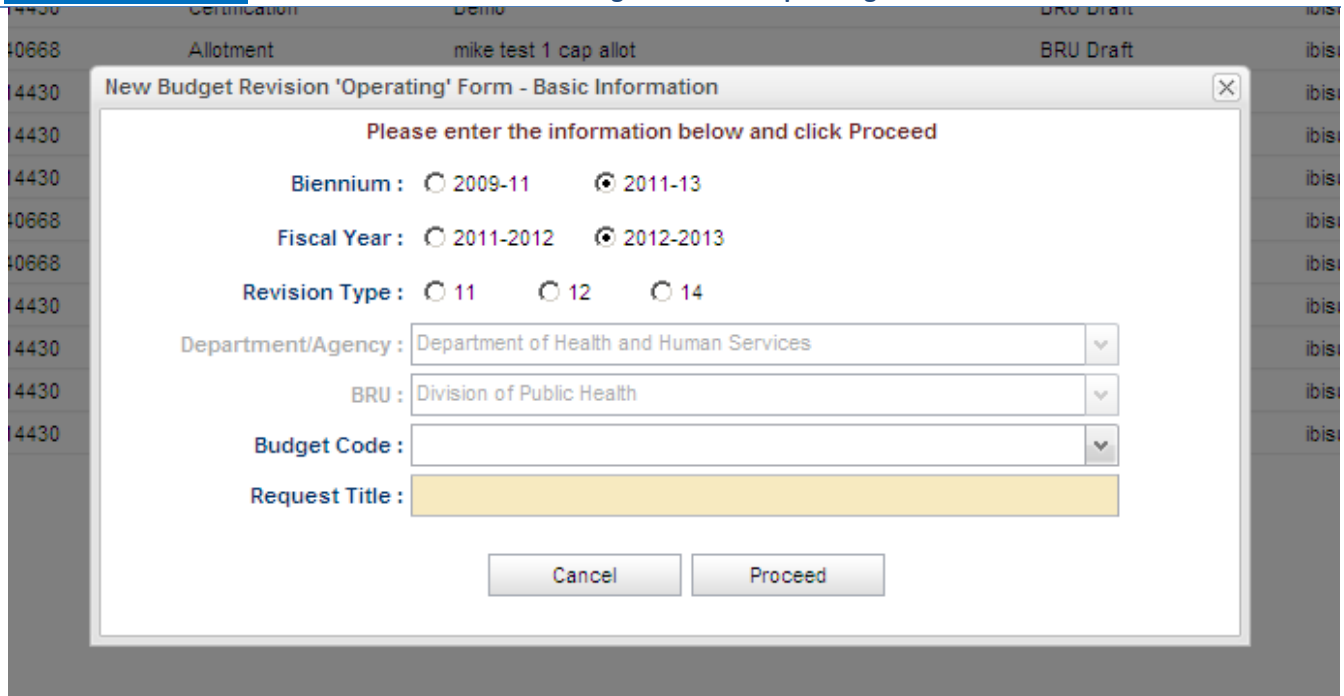
When you click on 'Create New Request', the drop-down will display the following options.



Click on the “Budget Revision – Operating” option on the menu.



Once you click the operating option, a New Operating Revision Form – Basic Information window appears as shown in the following screenshot.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☐ 12 ☐ 14

Department/Agency : Department of Health and Human Services

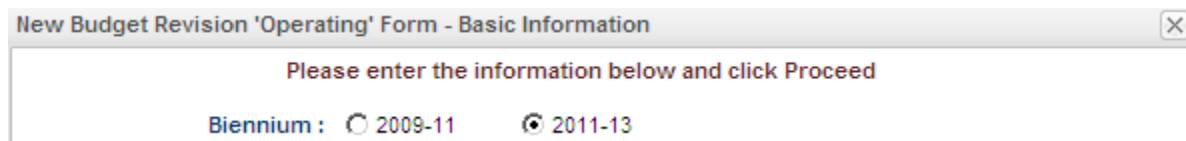
BRU : Division of Public Health

Budget Code :

Request Title :

Cancel Proceed

The first field allows you to select the Biennium that is involved in the proposed budget revision. Click on the radio button next to the appropriate biennium. Note: Only one biennium may be selected at a time.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

The next field allows you to select the fiscal year that is involved in the proposed budget revision. Click on the radio button next to the appropriate fiscal year. Note: Only one fiscal year may be chosen at a time.

Note that if you choose the first year of a biennium, you will be able to enter data for both years in the budget revision form. If you choose the second year of the biennium, you will be able to enter data for only the second year in the form.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

The next field allows you to select the revision type. Click the radio button next to the appropriate revision type. Note that once the form is created, the form allows a user to change between an 11 and 12 type but will not allow a type 14 to be changed.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☐ 12 ☐ 14

Note the next two fields are labeled Department/Agency and BRU. In most cases, access is restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

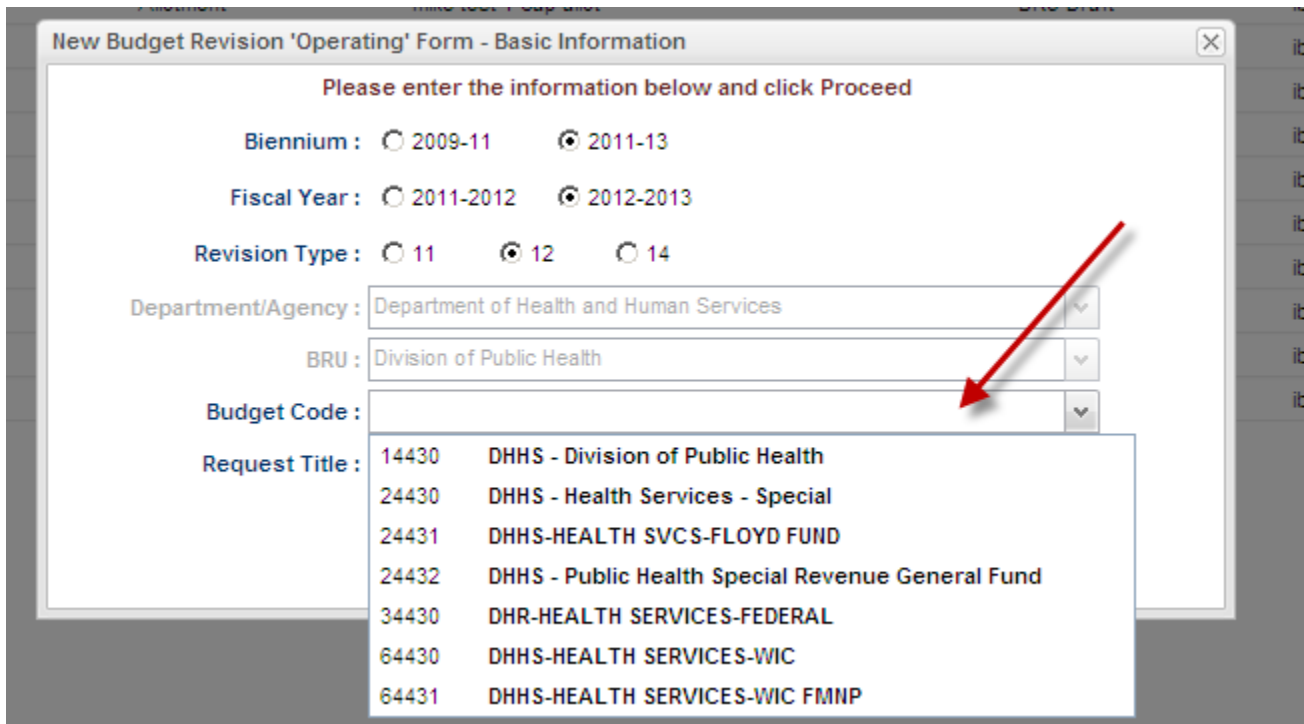
Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☒ 12 ☐ 14

Department/Agency : Department of Health and Human Services

BRU : Division of Public Health

Click on the dropdown arrow for the Budget Code field. This displays a list of valid Budget Codes for the selected Department/Agency and BRU.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☒ 12 ☐ 14

Department/Agency : Department of Health and Human Services

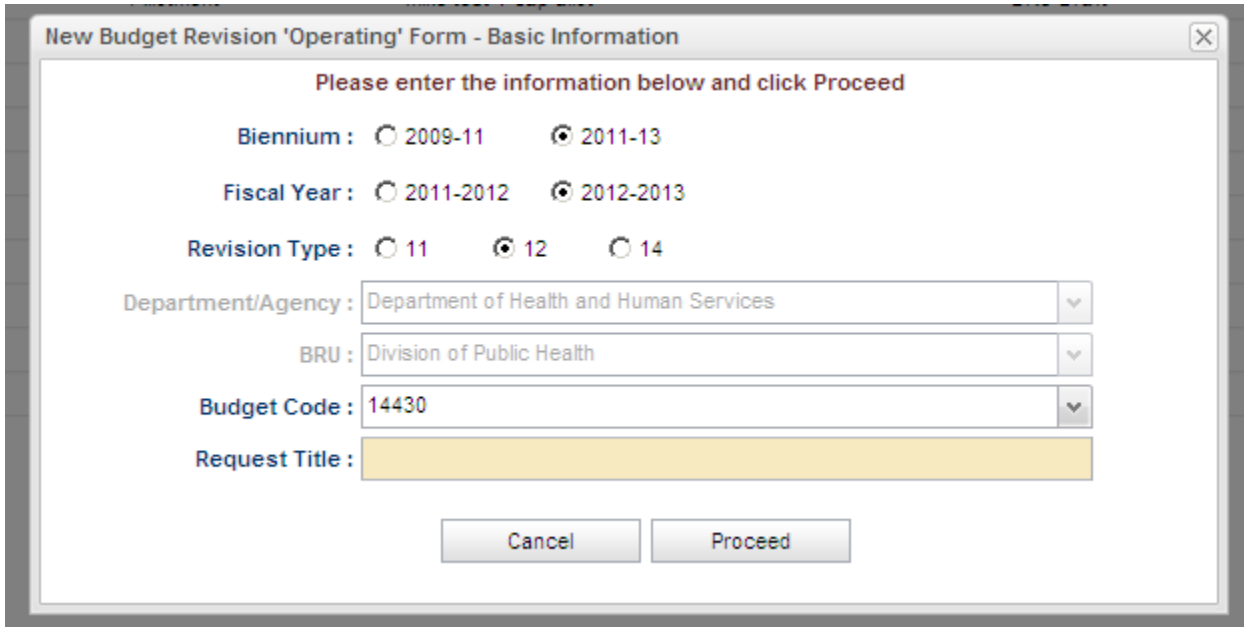
BRU : Division of Public Health

Budget Code :

Request Title :

- 14430 DHHS - Division of Public Health
- 24430 DHHS - Health Services - Special
- 24431 DHHS-HEALTH SVCS-FLOYD FUND
- 24432 DHHS - Public Health Special Revenue General Fund
- 34430 DHR-HEALTH SERVICES-FEDERAL
- 64430 DHHS-HEALTH SERVICES-WIC
- 64431 DHHS-HEALTH SERVICES-WIC FMNP

Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☒ 12 ☐ 14

Department/Agency : Department of Health and Human Services

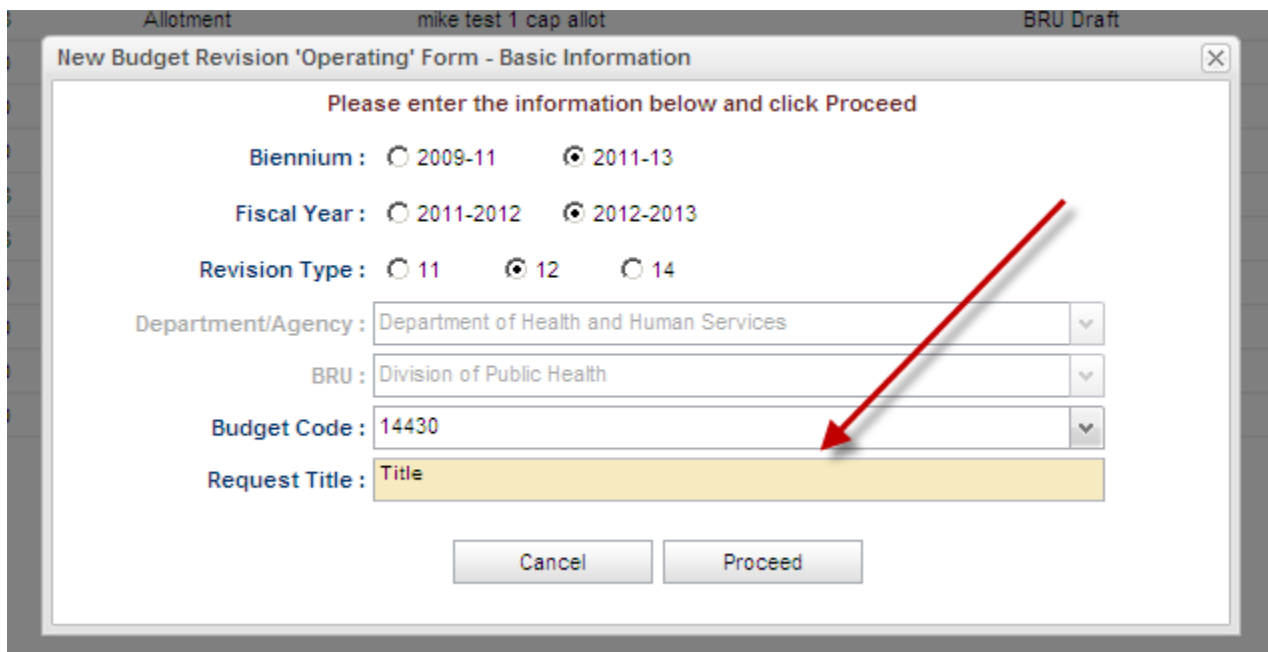
BRU : Division of Public Health

Budget Code : 14430

Request Title :

Cancel Proceed

Click in the Request Title field. A flashing cursor will appear in the field. Type a title for the budget revision. As you type, the title will appear in the field as shown below.



New Budget Revision 'Operating' Form - Basic Information

Please enter the information below and click Proceed

Biennium : ☐ 2009-11 ☒ 2011-13

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013

Revision Type : ☐ 11 ☒ 12 ☐ 14

Department/Agency : Department of Health and Human Services

BRU : Division of Public Health

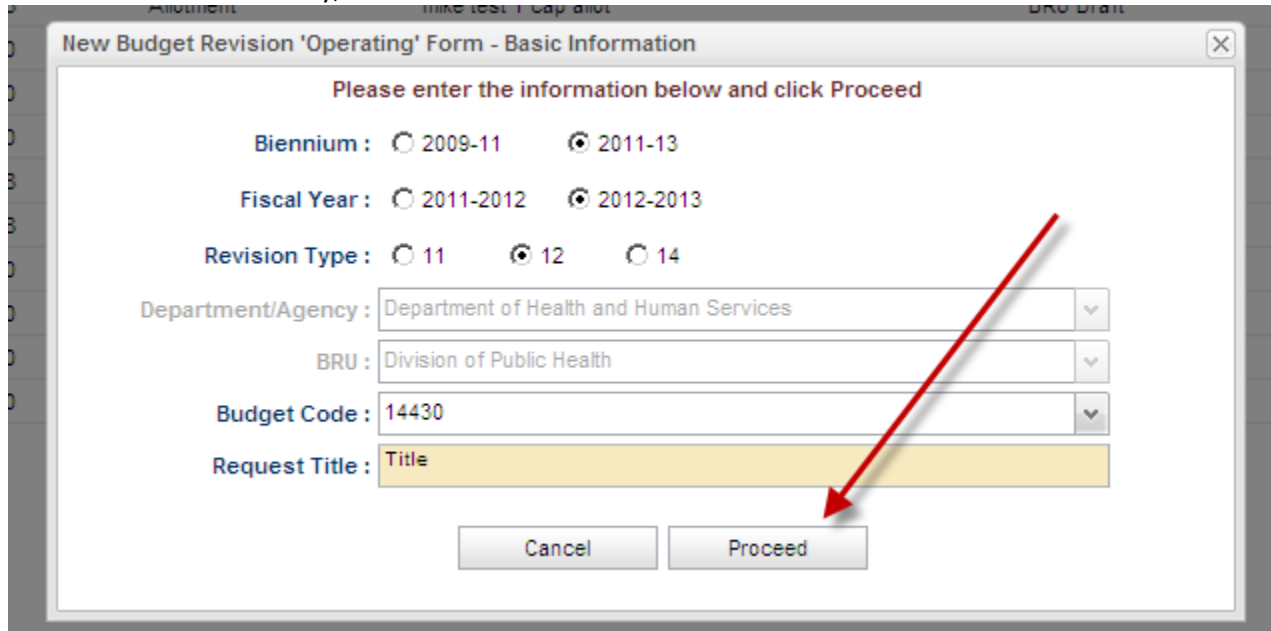
Budget Code : 14430

Request Title : Title

Cancel Proceed

Clicking on the Cancel button will close the window. Nothing will be saved and the Work Queue will reappear. If there is no need to cancel the form, bypass this step.

If all entries are satisfactory, click on the Proceed button as shown below.

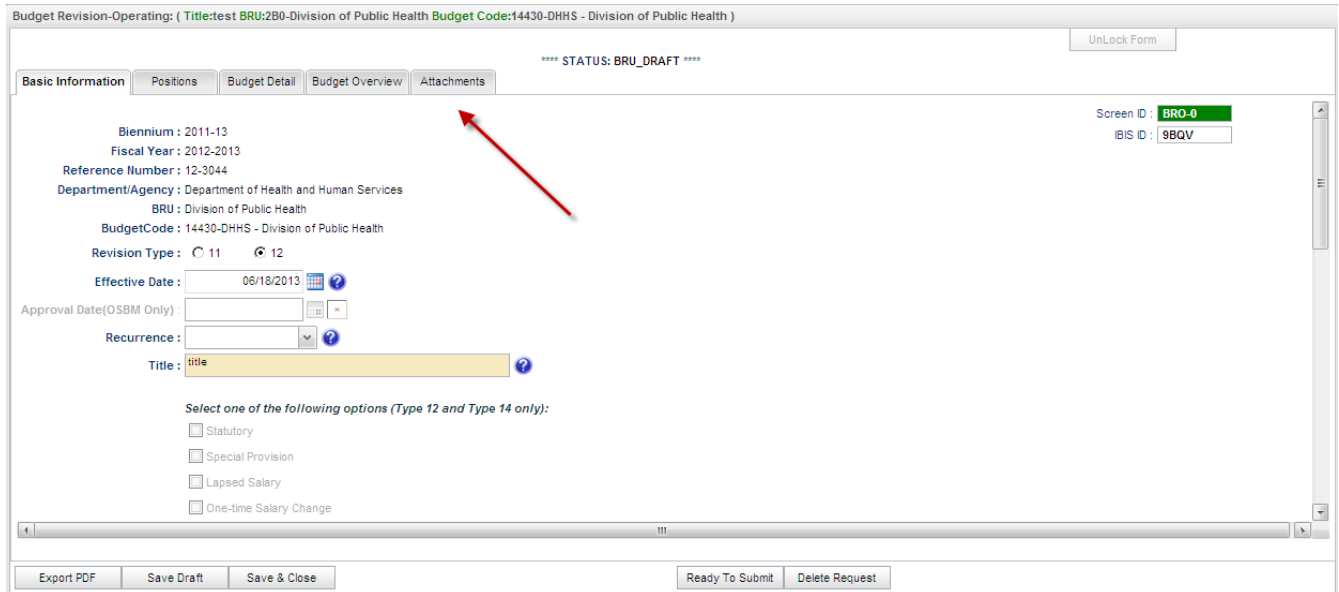


The screenshot shows a window titled "New Budget Revision 'Operating' Form - Basic Information". Inside the window, there is a prompt: "Please enter the information below and click Proceed". The form includes the following fields and options:

- Biennium :** Radio buttons for 2009-11 and 2011-13 (selected).
- Fiscal Year :** Radio buttons for 2011-2012 and 2012-2013 (selected).
- Revision Type :** Radio buttons for 11, 12 (selected), and 14.
- Department/Agency :** A dropdown menu showing "Department of Health and Human Services".
- BRU :** A dropdown menu showing "Division of Public Health".
- Budget Code :** A dropdown menu showing "14430".
- Request Title :** A text field containing "Title".

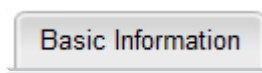
At the bottom of the form are two buttons: "Cancel" and "Proceed". A red arrow points from the top right towards the "Proceed" button.

A Budget Revision Operating form will open as shown below. The form's five tabs (Basic Information, Positions, Budget Details, Budget Overview and Attachments) will appear in the upper left corner of the screen.



This section will only address the first four tabs. The Attachments tab's functionality is addressed in a different user guide that is available on the [IBIS website](#).

Basic Information Tab



The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

The information from on the basic information tab is largely carried forward from the initialization screen when the form was first created, which includes the following non-editable fields – biennium, fiscal year, reference number, status, department/agency, BRU, and budget code.

Biennium: The form shows the Budget Cycle selected in the initiation window.

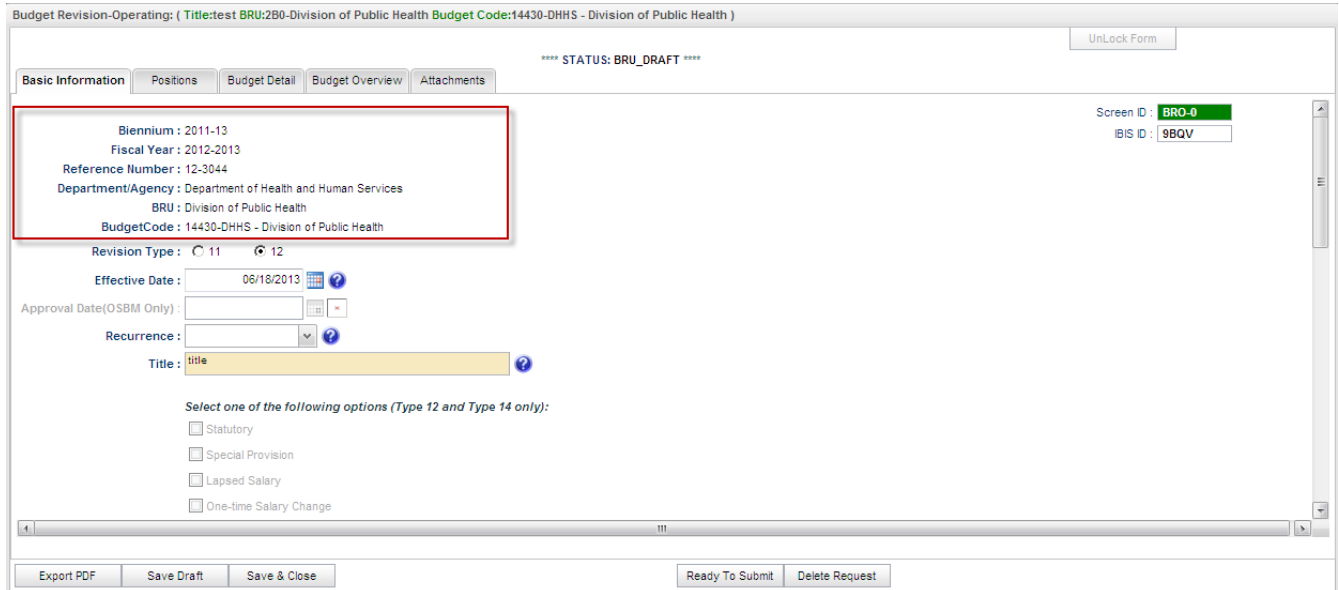
Fiscal Year: The form shows the Fiscal Year selected in the initiation window.

Reference Number: The form shows a reference number that begins with the revision type selected when the form was created (11, 12, or 14) followed by four system generated digits.

Department/Agency: The Department/Agency that is associated with your IBIS ID.

BRU: The BRU associated with your IBIS ID and selected in the initiation window.

Budget Code: The Budget Code selected in the initiation window.



Review the selection for the revision type field. The form should show the revision type selected when the form was created.

Biennium : 2011-13
Fiscal Year : 2012-2013
Reference Number : 12-3044
Department/Agency : Department of Health and Human Services
BRU : Division of Public Health
BudgetCode : 14430-DHHS - Division of Public Health
Revision Type : ☐ 11 ☒ 12

If a type 11 is selected, then the revision codes (lapsed salary, carry forward, new grant, etc. will be inactive (grayed out) since these are not required for type 11 budget revisions. Also, the reference number will change to coincide with the revision type. For example, the Reference Number would change to 11-VQ5Y above if the revision type was changed to 11.

View the Effective and Approval Date fields. The Effective Date can be changed by typing a new date into the field or by selecting a date from calendar after the icon is clicked. The Effective Date defaults to the current date.

The Approval Date will be inactive for type 11s and 12s at the BRU and Agency levels as shown below; however, the Approval Date field is active for OSBM because approval authority resides at that level. For type 14 budget revisions, this will be an active field for BRUs and Agencies and an approval date is required to be selected prior to approval.

Biennium : 2011-13
 Fiscal Year : 2012-2013
 Reference Number : 12-3044
 Department/Agency : Department of Health and Human Services
 BRU : Division of Public Health
 BudgetCode : 14430-DHHS - Division of Public Health
 Revision Type : ☐ 11 ☒ 12
 Effective Date : 06/18/2013
 Approval Date(OSBM Only) :

Click the dropdown arrow for the Recurrence field. You will see a list with the following options: Recurring, Non-recurring, and Time-limited.

Biennium : 2011-13
 Fiscal Year : 2012-2013
 Reference Number : 12-3044
 Department/Agency : Department of Health and Human Services
 BRU : Division of Public Health
 BudgetCode : 14430-DHHS - Division of Public Health
 Revision Type : ☐ 11 ☒ 12
 Effective Date : 06/18/2013
 Approval Date(OSBM Only) :
 Recurrence :
 Title :
 Recurring
 Non-recurring
 Time-Limited
 Select one of the following options (Type 12 and Type 14 only):




Select the option that pertains to your budget revision. You will see your selection populate the field.

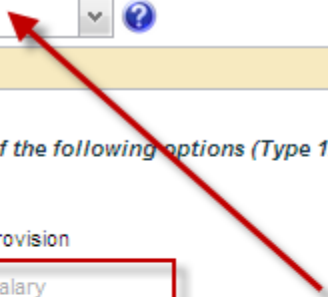

Biennium : 2011-13
 Fiscal Year : 2012-2013
 Reference Number : 12-3044
 Department/Agency : Department of Health and Human Services
 BRU : Division of Public Health
 BudgetCode : 14430-DHHS - Division of Public Health
 Revision Type : ☐ 11 ☒ 12
 Effective Date :  
 Approval Date(OSBM Only) :  
 Recurrence :  




Based on the selection made in the Recurrence field, various revision categories will be activated or inactivated based on state budget policy. For example, if Recurring is selected, then the Lapsed Salary and Carry Forward options will be inactivated as shown below. [Consult the State Budget Manual for more details.](#)

Also, if Time-Limited is selected, an End Date field will appear with a calendar icon. The End Date is required for time-limited budget revisions.

Recurrence :  
 Title : 
 Select one of the following options (Type 12 and Type 14 only):
☐ Statutory
☐ Special Provision
☐ Lapsed Salary
☐ One-time Salary Change
☐ Carry Forward
☐ New Grant
☐ Change to Existing Grant
☐ Overrealized Departmental Receipts
☐ Realignment
☐ Program Restructure
☐ Other

If necessary, the title can be changed by clicking in the title field and altering the text.

Title : 

Review the budget revision categories. Note that these do not show when a type 11 revision is selected because the General Assembly has defined specific categories for type 11 budget revisions. For type 12 and type 14 budget revisions, all will show if non-recurring is selected; however, as discussed above, Lapsed Salary, Carry Forward, and One-time salary change will not show when Recurring or Time-Limited is selected. For more policy specifics, consult the [State Budget Manual](#).

Select one of the following options (Type 12 and Type 14 only):

- ☐ Statutory
- ☐ Special Provision
- ☐ Lapsed Salary
- ☐ One-time Salary Change
- ☐ Carry Forward
- ☐ New Grant
- ☐ Change to Existing Grant
- ☐ Overrealized Departmental Receipts
- ☐ Realignment
- ☐ Program Restructure
- ☐ Other

Check the category that pertains to your budget revision. (Lapsed Salary was selected in the example below.)

Select one of the following options (Type 12 and Type 14 only):

- ☐ Statutory
- ☐ Special Provision
- ☒ Lapsed Salary
- ☐ One-time Salary Change
- ☐ Carry Forward
- ☐ New Grant
- ☐ Change to Existing Grant
- ☐ Overrealized Departmental Receipts
- ☐ Realignment
- ☐ Program Restructure
- ☐ Other

Note that if Statutory or Special Provision is selected then an additional field will appear asking for reference information, which is required. See below for how the field will display for the Statutory code. A similar reference box will appear if Special Provision is selected.

Select one of the following options (Type 12 and Type 14 only):

☒ Statutory


General Statute Reference :

☐ Special Provision

☐ Lapsed Salary

☐ One-time Salary Change

☐ Carry Forward



Click in the Justification box and enter an explanation for the budget revision. This is a required field on the budget revision form.

Justification 

[Click here for Rich Text Editor](#) [SpellCheck](#) 

Enter a budget revision justification here.



The Rich Text Editor can be clicked to format the text or to enter text.

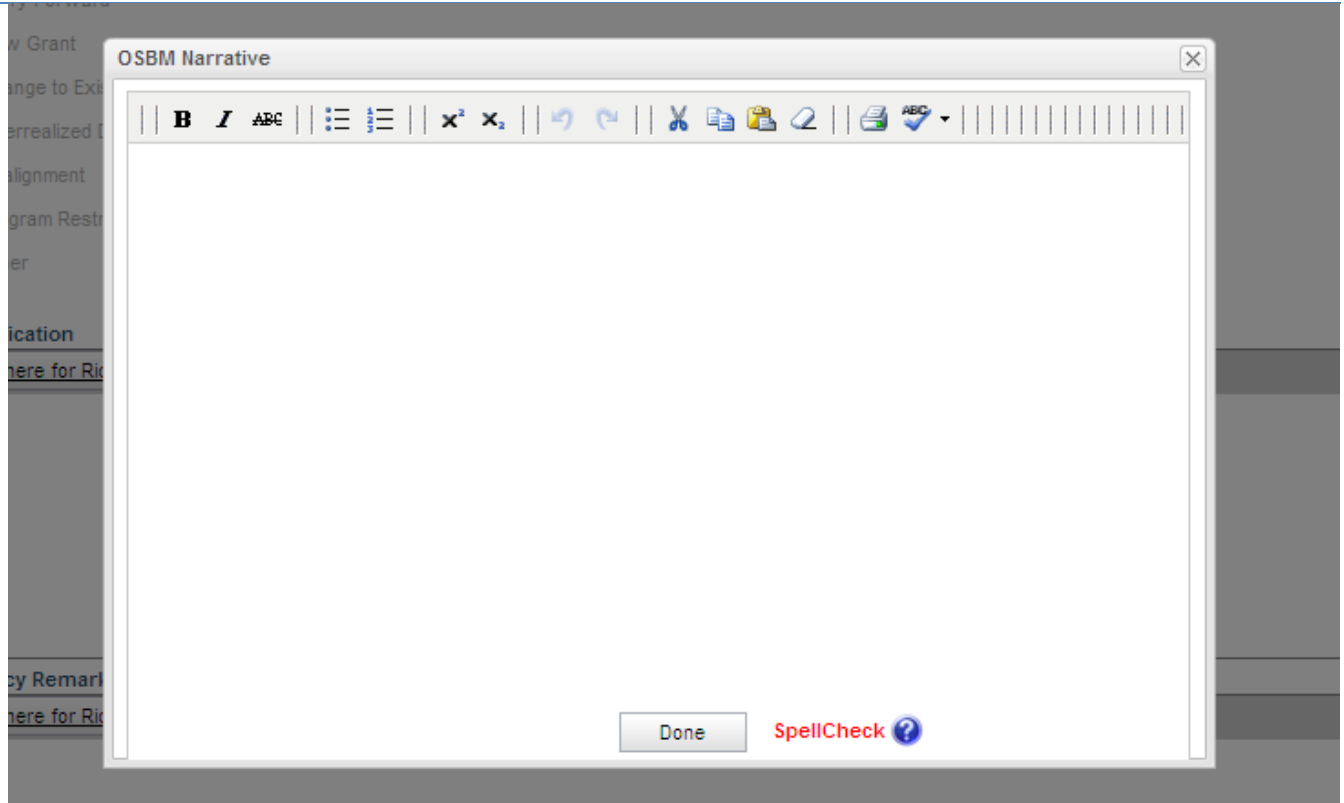
Justification 

[Click here for Rich Text Editor](#) [SpellCheck](#) 

Enter a budget revision justification here.





By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as "Control + U".



The screenshot shows a window titled "OSBM Narrative" with a close button (X) in the top right corner. The window contains a rich text editor with a toolbar at the top. The toolbar includes buttons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, subscript (x²), superscript (x₂), undo, redo, cut, copy, paste, and a spell check icon (ABC with a checkmark). Below the toolbar is a large, empty text area. At the bottom of the window, there are two buttons: "Done" and "SpellCheck" with a question mark icon.

Click in the Agency Remarks box and enter text if desired. This is an optional field on the budget revision form. The Agency Remarks are editable only for Agency or BRU users.



The screenshot shows a section titled "Agency Remarks" with a question mark icon. Below the title is a button labeled "Click here for Rich Text Editor" and a "SpellCheck" button with a question mark icon. Below these buttons is a large, empty text area. The text "Agency remarks is an optional field." is visible at the top of the text area.

The OSBM Remarks field is enabled only for OSBM users and is an optional field. Once text is entered by OSBM, it can be viewed but not edited by Agency and BRU users.

OSBM Remarks ?

SpellCheck ?

Enter the appropriate information in the justification and remark fields.

Positions Tab

Click on the Positions tab at the top of the form to continue filling out the form. This will bring the positions tab to the forefront.

Budget Revision-Operating: (Title:test BRU:2B0-Division of Public Health Budget Code:14430-DHHS - Division of Public Health)

UnLock Form

**** STATUS: BRU_DRAFT ****

Basic Information **Positions** Budget Detail Budget Overview Attachments

Biennium : 2011-13
Fiscal Year : 2012-2013
Reference Number : 12-3044
Department/Agency : Department of Health and Human Services
BRU : Division of Public Health
BudgetCode : 14430-DHHS - Division of Public Health
Revision Type : ☐ 11 ☒ 12
Effective Date : 06/18/2013
Approval Date(OSBM Only) :
Recurrence : Non-recurring
Title : title
Select one of the following options (Type 12 and Type 14 only):
☐ Statutory
☐ Special Provision
☒ Lapsed Salary
☐ One-time Salary Change

Screen ID : BRO-0
IBIS ID : 9BQV

Export PDF Save Draft Save & Close Ready To Submit Delete Request

If the budget revision form being developed includes changes to positions, information regarding such positions should be filled out on this tab.

Note for Annualized Salary: The Annualized Salary Lines are required for any budget revision involving salary reserve. The requirement lines entered on the budget detail tab may be a portion payable amount but the annualized amounts on the Positions tab are always for 12 months. These lines are required only for permanent salary accounts and will be posted to Salary Control. If a revision involves the movement of salary reserve without a position number, bypass the position number and enter N/A for classification and grade. An example is provided further in this section.

In this section, four buttons appear: Edit Row, Remove Row(s), Sort Rows and Cancel Edit as shown below.

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit
----------	---------------	-----------	-------------

Note: The above buttons can only be utilized once rows have been created. Since this guide creates a new budget revision form, adding rows will be discussed first and then describe the functionality associated with these buttons.

The data entry row highlighted below is used to add a row the position table.

Fund#	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary

No items to show.

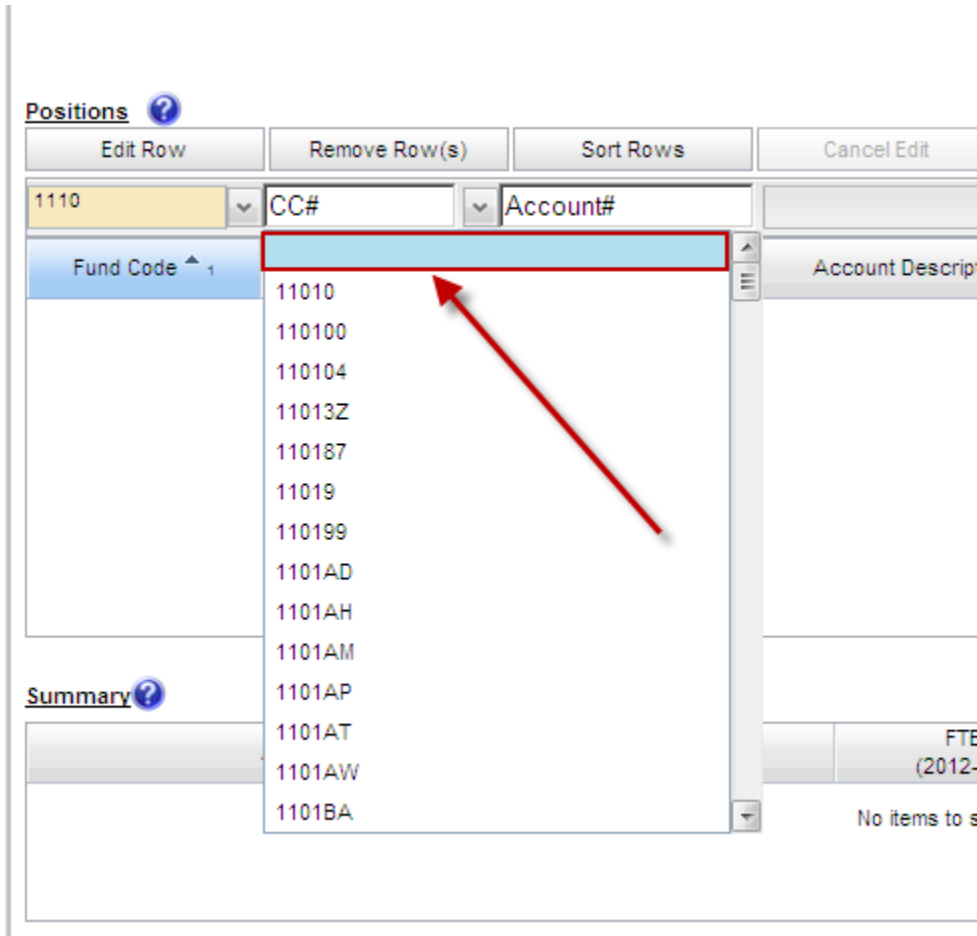
The following fields are required information on a budget revision form: Fund, Cost Center (defaults to blank), Account Number, Grade, Classification, FTE Y1/FTE Y2 (as applicable) and Annual Salary. Position number is optional so that FTE can be entered with a value greater than 1.0.

Fill in the fields in the order they appear in the row. The Fund# provides a dropdown list and a fund code can be selected from the dropdown list or typed in manually.

Fund#	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
1000 Division of Health Services									
1010 Central Management and Administration									
1110 Administration									
1111 MGMT SERVICES-PR YR									
1120 REGIONAL ADMINISTRATION									
1130 Regional Offices Support									
1131 ST CTR HLTH STAT-PR YR									
1140 Administrative Services									
1141 AID TO COUNTIES-PR Y									
1151 Forensic Tests for Alcohol									
1152 Asbestos and Lead Based Paint Hazard Manag									
1153 Environmental Health Regulation									
1160 State Center for Health Statistics									
1161 Public Health Capacity Building									
1171 State Center for Health Statistics									

No items to show.

Entering a Cost Center is an optional. The Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers; otherwise no data will be displayed. If no cost center is associated with a budget revision, this field can be bypassed because the form defaults to a blank cost center as highlighted below.



The screenshot shows the 'Positions' section of the IBIS Budget Revision - Operating form. The 'Fund Code' is set to 1110. The 'Account#' field is active, and a dropdown list of account codes is displayed. A red arrow points to the top of the list, which is highlighted in light blue. The list includes the following account codes: 11010, 110100, 110104, 11013Z, 110187, 11019, 110199, 1101AD, 1101AH, 1101AM, 1101AP, 1101AT, 1101AW, and 1101BA. The 'Summary' section is visible below the dropdown list.

The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be manually entered (typed) in the field.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110	CC#	531	Position#	Grad
Fund Code ^ 1	Cost Center ^ 2	531110	EPA REG SALARIES-UNIV	Grad
		531111	EPA-REG SALARIES-APPRO	
		531112	EPA-REG SALARIES-RECPT	No items
		531113	EPA-REG SALARIES-UNDESIG	
		531114	EPA REG SAL/WAGE-INDIRECT	
		531120	EPA-SPC SAL-APP-DIRECTOR	
		531121	EPA-SPC SAL-APP-JUDGES	
		531122	EPA-SPC SAL-APP-DA/AST DA	
		531123	EPA-SPC SAL-APP-MAGISTRAT	
		531124	EPA-SPC SAL-APP-CRT REP	
		531125	EPA-SPC SAL-APP-CLERK	
		531126	EPA-SPC SAL-APP-SPEC COUN	
		531127	EPA-SPC SAL-APP-CRT COUN	ted Sala
		531128	EPA-SPC SAL-APP-PD/AST PD	11-12)
		531129	EPA-SPC SAL-APP-AD/AST AD	

Summary ?

Account

Select the appropriate Account Code. The selection will populate the form and the list will disappear. Selection of an Account Code will also cause the adjacent Account Code name field to populate. An account can also be manually entered and does not have to be selected from the dropdown list.

1110	CC#	531213	SPA-REG SALARI
------	-----	--------	----------------

Click in the Position Number field to make the field editable.

1110	CC#	531213	SPA-REG SALARI	Position#
------	-----	--------	----------------	-----------

When editable, a cursor will appear that allows for a position number to be typed in the field. The position number is an optional field.

1110	CC#	531213	SPA-REG SALARI	60012345
------	-----	--------	----------------	----------

Click in the Grade/Band field to make the field editable.

1110	CC#	531213	SPA-REG SALARI	60012345	Grade
------	-----	--------	----------------	----------	-------

A cursor will appear that allows for a grade/band to be typed in the field. Enter grade information into the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.

1110	CC#	531213	SPA-REG SALARI	60012345	Journey
------	-----	--------	----------------	----------	---------

Click in the Classification Title field to make the field editable.

1110	CC#	531213	SPA-REG SALARI	60012345	Journey	Title
------	-----	--------	----------------	----------	---------	-------

A cursor will appear that allows for a classification to be typed in the field. If entering information for reserve accounts 537xxx, you may enter text such as N/A.

1110	CC#	531213	SPA-REG SALARI	60012345	Journey	Program Manager
------	-----	--------	----------------	----------	---------	-----------------

In the next two fields, FTE Y1 and FTE Y2, enter the number of positions that are requested for the budget revision. Numbers may be entered as either positive or negative numbers. Also, if the first fiscal year of a biennium is selected then data can be entered into both columns as shown below.

FTE Y1	FTE Y2
--------	--------

If the second year of a biennium is selected then data can only be entered in Y2 as shown below.

FTE Y1	FTE Y2
--------	--------

In the Annual Salary field, enter the annual salary for the position(s) in whole numbers, without a dollar sign, comma or decimal point.

1110	CC#	531213	SPA-REG SALARI	60012345	Journey	Program Manager	FTE Y1	1	Annual Salary
------	-----	--------	----------------	----------	---------	-----------------	--------	---	---------------

Note: The Annualized Salary Lines are required for any budget revision involving salary reserve. The annualized amounts entered here are always for 12 months. These lines are required only for permanent salary accounts. The requirement lines entered on the budget detail tab may be a portion payable amount if the budget revision has an effective date other than July 1.

The amount entered will appear in the field.

1110	CC#	531213	SPA-REG SALARI	60012345	Journey	Program Manager	FTE Y1	1	50000
------	-----	--------	----------------	----------	---------	-----------------	--------	---	-------

Click the Add button and the row will populate the positions grid, clearing the fields for entry of another row. The Add row fields will retain the data entered for Fund Code and Cost Center in order to reduce the number of entries the user must provide in order to create a second row. Although these entries will be pre-filled, other Fund Codes and Cost Centers may be selected by the user.

Add

When the Add button is clicked, the position data will be added to the table as shown below.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager	1.000	1.000	\$50,000.00

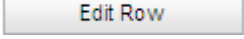
Repeat the above process to add all the position rows necessary for the budget revision form being created.

To edit a row that has been entered, click on a row to highlight it.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager	1.000	1.000	\$50,000.00

Click on the Edit Row button , and the data in the selected row will populate the Edit/Add row line at the top of the grid as show below. Note: You can also double click the row and it will populate the Edit/Add row line.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Update
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager	1.000	1.000	\$50,000.00

When a row has been selected for edit, changes to any of the data previously entered are allowed. To save changes, the Update Button at the end of the row must be clicked.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Update
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager	1.000	1.000	\$50,000.00

Once Update has been clicked, the add/update row will clear (except for the Fund Code and Cost Center fields) and the updated data will show in the grid below.

Positions ?

Edit Row

Remove Row(s)

Sort Rows

Cancel Edit

1119		Account#		Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary	
1119		531213	SPA-REG SALARIES-UNDESIG 600123456		Journey	Program Manager	1.000	1.000	\$45,000.00	

To delete a row that has been entered, click on a row to highlight it.

Positions ?

Edit Row

Remove Row(s)

Sort Rows

Cancel Edit

1119		Account#		Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary	
1119	531213	SPA-REG SALARIES-UNDESIG 600123456	Journey	Program Manager	1.000	1.000	\$50,000.00			

Click on the Remove Row(s) button and a confirm deletion message box will appear.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119		Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119	531213	SPA-REG SALARIES-UNDESIG 600123456	Journey	Program Manager	1.000	1.000	\$50,000.00		

When the Remove Row button is clicked, the follow window will appear.

Confirm

Are you sure you want to remove the selected Row(s)?

OK Cancel

To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that have been entered, click the Sort Rows button (shown below).

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1119		Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531213	SPA-REG SALARIES-UNDESIG 600123456	Journey	Program Manager	1.000	1.000	\$50,000.00	

The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

Note: There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, Position Number, and Classification that will sort ascending or descending when the column header is clicked as shown below.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary	Add
1119	531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager		1.000	1.000	\$50,000.00	

If a row has been selected for edit by highlighting and clicking the Edit Row but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and return the selected row to the grid without changes.

Positions ?

Edit Row Remove Row(s) Sort Rows **Cancel Edit**

Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary	Update
1119	531213	SPA-REG SALARIES-UNDESIG	600123456	Journey	Program Manager		1.000	1.000	\$50,000.00	

At the bottom of the Positions tab a Summary table is displayed. The summary information is pulled from the data entered above in the Positions Requested table and none of the data in the Summary is editable. Any changes to the Summary information must be made by editing the data in the Positions Requested table.

Summary ?

Fund Code	Account	FTE (2011-12)	FTE (2012-13)	Annual Salary
1110				
1110	531211	0.000	2.000	\$110,000.00
Fund (1110) Totals :		0.000	2.000	\$110,000.00

Position Tab Examples

There may be times when you will need to use the position tab for different purposes. Listed in the steps above was an example of adding a new position. The process would be the same for removing a position; however, in that case, you would enter negative FTE and annual salary amounts.

Listed below are other potential situations for the positions tab. For more guidance regarding position transactions, consult your OSBM budget analyst and the State Budget Manual.

Realigning Salary Reserve

When salary reserve is being realigned and does not affect a specific position, you will need to omit the position number, enter N/A (or something similar) in the Grade/Band and Classification fields, and enter zero (0) in the FTE columns. In the Annual Salary field, enter the salary reserve change.

In the example below, \$2,500 is being moved from account 531211 in fund 1119 to account 531211 in fund 1120.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1120	CC#	Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1119		531211	SPA-REG SALARIES-APPRO	n/a	n/a		0.000	0.000	(\$2,500.00)
1120		531211	SPA-REG SALARIES-APPRO	n/a	n/a		0.000	0.000	\$2,500.00

Changing More than One FTE

When a position number is entered on the positions tab, IBIS will limit the FTE to no less than one (1.000) and no greater than one (1.000). If there is a need to change more than one FTE, you will need to omit the position number; otherwise, you will receive an error. The example below shows a reserve account with 25 FTE. You can see that the position number was omitted, N/A was entered for Grade/Band and Classification, and \$0 was entered for Annual Salary.

Positions ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1120		Account#	Position#	Grade	Title	FTE Y1	FTE Y2	Annual Salary	Add
Fund Code	Cost Center	Account Number	Account Description	Position Number	Grade/Band	Classification	FTE (2013-14)	FTE (2014-15)	Annual Salary
1120		537200	RESERVES FOR BUDGET R...	n/a	n/a		25.000	25.000	\$0.00

Budget Detail Tab

Move to the top of the budget revision form and click on the Budget Detail tab to bring that portion of the budget revision form to the forefront.



Basic Information Positions **Budget Detail** Budget Overview Attachments

After clicking the Budget Detail tab, the budget revision form will be displayed as shown below.

Budget Revision-Operating: (RefNumber: 12-105KH Type: 12 Title: New Budget Revision BRU: 2B0-Division of Public Health Budget Code:14430-DHHS - Division of Public Health)

**** STATUS: BRU_DRAFT ****

Screen ID: BRO-2
IBIS ID: 105KH

Basic Information Positions **Budget Detail** Budget Overview Attachments

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Y1 Amt	Y2 Amt					Add
Fund Code ^ v	Cost Center ^ v	Account Number ^ v	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)			
No items to show.									

Receipts

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Y1 Amt	Y2 Amt					Add
Fund Code ^ v	Cost Center ^ v	Account Number ^ v	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)			
No items to show.									

Summary

	2011-12	2012-13
Total Requirements	\$0.00	\$0.00
Total Receipts	\$0.00	\$0.00
Appropriation	\$0.00	\$0.00

Transfer to/from

Edit Row Remove Row(s) Cancel Edit

Budget Code	Y1 Amt	Y2 Amt	12 -	Reference#	Add
Budget Code	Amount (2011-12)	Amount (2012-13)	Revision Type	Reference Number	
No items to show.					

Export PDF Save Draft Save & Close Ready To Submit Delete Request

Inserting rows in the Requirements and Receipts sections of the budget revision form works in the same fashion as inserting rows on the Positions tab. In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form so the data entry function will be explained first. Then these buttons will be explained.

To add a row of data for a requirement on the budget revision form, focus on the data entry row directly below the buttons mentioned above. The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

Requirements ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#	Y1 Amt	Y2 Amt					Add
Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)			
No items to show.									

The Fund field contains a dropdown list that displays fund codes available for the budget code associated with the budget revision being created.

Requirements ?

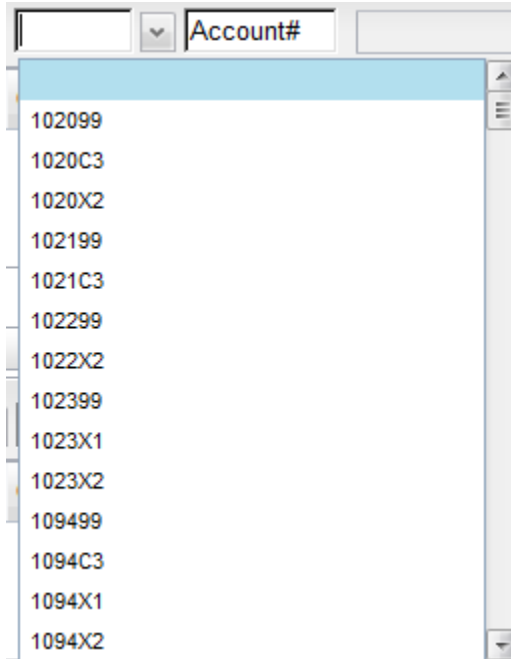
Edit Row Remove Row(s) Sort Rows

Fund#	CC#	Account#	Y1 Amt	Y2 Amt					
1000		Division of Health Services							
1010		Central Management and Administration							
1110		Administration							
1111		MGMT SERVICES-PR YR							
1120		REGIONAL ADMINISTRATION							
1130		Regional Offices Support							
1131		ST CTR HLTH STAT-PR YR							
1140		Administrative Services							
1141		AID TO COUNTIES-PR Y							
1151		Forensic Tests for Alcohol							
1152		Asbestos and Lead Based Paint Hazard Manag							
1153		Environmental Health Regulation							
1160		State Center for Health Statistics							
1161		Public Health Capacity Building							
1171		State Center for Health Statistics							

Select the fund from the list for the budget revision form being created. The selected fund will populate the field and the dropdown list will disappear. The fund code can also be typed in manually.

1110

Cost Center is an optional field and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers. This field can be bypassed if desired because the form defaults to a blank cost center as highlighted below.



A screenshot of a web form showing a dropdown menu for the 'Account#' field. The dropdown is open, displaying a list of account codes. The top item, '102099', is highlighted in light blue. The list includes various codes such as 1020C3, 1020X2, 102199, 1021C3, 102299, 1022X2, 102399, 1023X1, 1023X2, 109499, 1094C3, 1094X1, and 1094X2. The dropdown has a scroll bar on the right side.

Account#
102099
1020C3
1020X2
102199
1021C3
102299
1022X2
102399
1023X1
1023X2
109499
1094C3
1094X1
1094X2

If necessary, select the desired Cost Center from the dropdown list. It will populate the field and the dropdown list will disappear. The Cost Center can also be typed in manually.

The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be entered manually (typed) in the field.

Requirements?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110 CC# 531 Y1 Amt

Fund Code ¹ Cost Center ²

531110 EPA REG SALARIES-UNIV
531111 EPA-REG SALARIES-APPRO
531112 EPA-REG SALARIES-RECPT
531113 EPA-REG SALARIES-UNDESIG
531114 EPA REG SAL/WAGE-INDIRECT
531120 EPA-SPC SAL-APP-DIRECTOR
531121 EPA-SPC SAL-APP-JUDGES
531122 EPA-SPC SAL-APP-DA/AST DA
531123 EPA-SPC SAL-APP-MAGISTRAT
531124 EPA-SPC SAL-APP-CRT REP
531125 EPA-SPC SAL-APP-CLERK
531126 EPA-SPC SAL-APP-SPEC COUN
531127 EPA-SPC SAL-APP-CRT COUN
531128 EPA-SPC SAL-APP-PD/AST PD
531129 EPA-SPC SAL-APP-AD/AST AD

Receipts?

Edit Row Remove Row(s) Sort Rows

Fund# CC#

Fund Code ¹ Cost Center ²

Select the desired account from the list or type in the account number manually. It will populate the field and the dropdown list will disappear. By selecting/entering the account number, the associated account description will also populate the adjacent field.

1110 CC# 531213 SPA-REG SALARI

The next set of fields in the Add/Edit Row area are Year 1 and Year 2 amount fields.

Note: If the first fiscal year of a biennium is selected then data can be entered into both columns as shown below.

Y1 Amt Y2 Amt

If the second year of a biennium is selected then data can only be entered in Y2 as shown below.

Y1 Amt Y2 Amt

Enter amounts in the fields as appropriate. The values reformat to dollars when you click Add to finish the row entry. Be aware that amounts may be entered as either positive or negative amounts. Amounts are not required to be entered in both year fields.

Once amounts are entered, the current authorized budget will be displayed for the fund, cost center, and account combination as shown below.

1110	CC#	531213	SPA-REG SALARI	Y1 Amt	110000	\$0	\$0
------	-----	--------	----------------	--------	--------	-----	-----

When all data has been entered for a row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear (Fund Code and Cost Center information will be retained).

Add

Add as many rows of requirements as appropriate to complete the budget revision form. Once the first row is added, the fund code and cost center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110		Account#		Y1 Amt	Y2 Amt			Add
Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
1110		531213	SPA-REG SALARIES-UNDESIG		\$110,000.00	\$0.00	\$0.00	
1110		531513	SOCIAL SEC CONTRIB-UNDES		\$8,415.00	\$0.00	\$0.00	
1110		531523	REG RETIRE CONTRIB-UNDES		\$15,741.00	\$0.00	\$0.00	

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Receipts

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	CC#	Account#		Y1 Amt	Y2 Amt			Add
Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
No items to show.								

Add as many rows of receipts as appropriate to complete the budget revision form.

To edit a row that has been entered (in either Requirements or Receipts), click on the row to highlight it.

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110		Account#		Y1 Amt	Y2 Amt			Add
Fund Code ^ 1	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
1110		531213	SPA-REG SALARIES-UNDESIG		\$110,000.00	\$0.00	\$0.00	
1110		531513	SOCIAL SEC CONTRIB-UNDES		\$8,415.00	\$0.00	\$0.00	
1110		531523	REG RETIRE CONTRIB-UNDES		\$15,741.00	\$0.00	\$0.00	

Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid.

Requirements ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110		531213	SPA-REG SALARI...	Y1 Amt	110000	\$0	\$0	Update
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
1110		531213	SPA-REG SALARIES-UNDESIG	\$110,000.00	\$0.00	\$0.00	\$0.00	
1110		531513	SOCIAL SEC CONTRIB-UNDES	\$8,415.00	\$0.00	\$0.00	\$0.00	
1110		531523	REG RETIRE CONTRIB-UNDES	\$15,741.00	\$0.00	\$0.00	\$0.00	

When a row has been selected for edit, the previously entered data may be changed. The Update button at the end of the row must be clicked to save changes.

Requirements ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110		531213	SPA-REG SALARI...	Y1 Amt	110000	\$0	\$0	Update
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
1110		531213	SPA-REG SALARIES-UNDESIG	\$110,000.00	\$0.00	\$0.00	\$0.00	
1110		531513	SOCIAL SEC CONTRIB-UNDES	\$8,415.00	\$0.00	\$0.00	\$0.00	
1110		531523	REG RETIRE CONTRIB-UNDES	\$15,741.00	\$0.00	\$0.00	\$0.00	

Once Update has been clicked, the add/update row will clear (except for the fund code and cost center fields) and the updated data will show in the grid below the data entry row.

To delete a row that has been entered, click on a row to highlight it.

Requirements ?

Edit Row Remove Row(s) Sort Rows Cancel Edit

1110		531213	SPA-REG SALARI...	Y1 Amt	110000	\$0	\$0	Update
Fund Code	Cost Center	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)	
1110		531213	SPA-REG SALARIES-UNDESIG	\$110,000.00	\$0.00	\$0.00	\$0.00	
1110		531513	SOCIAL SEC CONTRIB-UNDES	\$8,415.00	\$0.00	\$0.00	\$0.00	
1110		531523	REG RETIRE CONTRIB-UNDES	\$15,741.00	\$0.00	\$0.00	\$0.00	

Click on the Remove Row(s) button and a confirm deletion message box will appear.

Confirm

Are you sure you want to remove the selected Row(s)?

OK Cancel

To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

Requirements ?

Edit Row Remove Row(s) **Sort Rows** Cancel Edit

Fund Code ^	Cost Center ^	Account Number ^	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)
1110		531213	SPA-REG SALARI...	110000	\$0	\$0	
1110		531213	SPA-REG SALARIES-UNDESIG		\$110,000.00	\$0.00	\$0.00
1110		531513	SOCIAL SEC CONTRIB-UNDES		\$8,415.00	\$0.00	\$0.00
1110		531523	REG RETIRE CONTRIB-UNDES		\$15,741.00	\$0.00	\$0.00

The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

Note: There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, Position Number, and Classification that will sort ascending or descending when the column header is clicked.

If a row has been selected for edit by highlighting and clicking the Edit Row but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid without changes.

Requirements ?

Edit Row Remove Row(s) Sort Rows **Cancel Edit**

Fund Code ^	Cost Center ^	Account Number ^	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)
1110		531213	SPA-REG SALARI...	110000	\$0	\$0	
1110		531213	SPA-REG SALARIES-UNDESIG		\$110,000.00	\$0.00	\$0.00
1110		531513	SOCIAL SEC CONTRIB-UNDES		\$8,415.00	\$0.00	\$0.00
1110		531523	REG RETIRE CONTRIB-UNDES		\$15,741.00	\$0.00	\$0.00

When Requirements and/or Receipts entries are entered into the budget revision form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements and Receipts entered in this form and calculate the Appropriation amount.

Summary ?

	2011-12	2012-13
Total Requirements	\$0.00	\$134,156.00
Total Receipts	\$0.00	\$0.00
Appropriation	\$0.00	\$134,156.00

The transfer to/from section of a budget revision is required for any revision that increases or decreases appropriation. If appropriate for a budget revision, click the dropdown arrow for the budget code field under the Transfer to/from section (below).

Transfer to/from ?

Edit Row Remove Row(s) Cancel Edit

Budget Code	Y1 Amt	Y2 Amt	12 -	Reference#	Add
Budget Code	Amount (2011-12)	Amount (2012-13)	Revision Type	Reference Number	
No items to show.					
Total Appropriation Transfer:		\$0.00	\$0.00		

Enter at least the first two digits of a budget code and a list of all budget codes that begin with those digits will appear. If the budget code is known, the budget code may be manually entered.

Budget Code	Name
14060	Department of Juvenile Justice and Delinquency Prevention
14060	Department of Juvenile Justice and Delinquency Prevention
14100	Department of Administration - General
14101	DOA - General Miscellaneous
14160	Office of State Controller - General Fund
14222	DOT - State Aid - Transportation
14223	DOT-AID TO RAILROADS
14224	DOT-GLOBAL TRANSPARK
14300	Dept Environment and Natural Resources - General Fund
14301	DENR - Clean Water Management Trust Fund
14350	Wildlife Resources-Appropriation
14401	ADATC - BLACK MOUNTAIN
14402	ADATC - BUTNER
14403	WALTER B. JONES ADATC
14404	N. C. SPECIAL CARE CENTER
14406	BLACK MOUNTAIN CENTER
14410	DHHS - Division of Central Management and Support

Y2 Amt: \$0.00

Select the appropriate budget from the list. Alternatively, a budget code can be manually entered in the field.

Transfer to/from?

Edit Row Remove Row(s)

14420

Budget Code

Click in the Y1 and/or Y2 Amt fields. (Note that the Y1 Amt field will only be enabled if the fiscal year chosen is the first of the biennium. The Y1 Amt is inactive in the example below).

Transfer to/from?

Edit Row Remove Row(s) Cancel Edit

14420 Y1 Amt Y2 Amt

Enter the amount being transferred to/from the budget code selected/entered. The total amount entered in the transfer to/from section should offset the appropriation increase entered on the budget revision so that combined the two will equal zero.

Transfer to/from?

Edit Row Remove Row(s) Cancel Edit

14420	Y1 Amt	-134156
Budget Code	Amount (2011-12)	Amount (2012-13)

Click on the dropdown arrow next to the Reference# field. You will see a list of current month budget revisions that are the same type as the budget revision form you are completing. The Transfer to/from is restricted to current month revisions and by type. An entry should be made for transfers involving statewide reserve budget codes (19xxx) but no revision number needs to be selected.

Transfer to/from?

Edit Row Remove Row(s) Cancel Edit

14420	Y1 Amt	-134156	12 -	Reference#
Budget Code	Amount (2011-12)	Amount (2012-13)	Revision Type	Reference Number

Select a revision from the list. When you have completed the new row, click on the Add button. The row will be added to the table below.

Add additional rows to the table if appropriation is being transferred from multiple budget codes and through multiple revisions.

The Edit Row, Remove Row(s), and Cancel Edit features work the same as the Positions and Budget Detail tab and will not be explained here. For assistance, refer to those functions described in previous sections of this document.

Uploading Data from Excel

IBIS has the ability to upload data from Excel, which will make the system more efficient for end users. This feature will allow you to upload line item data from an Excel template into IBIS thereby eliminating the need to enter data into the system manually. The following section provides step-by-step instructions on how to use the upload feature.

There is an "Excel Processing" feature located in the upper right corner of the Budget Detail tab as show below.

Requirements?

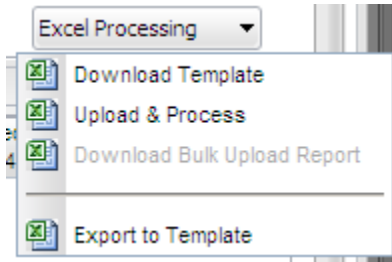
Edit Row Remove Row(s) Sort Rows Cancel Edit Validation Messages

Excel Processing

Fund#	CC#	Account#	Y1 Amt	Y2 Amt	Authorized Budget (2013-14)	Authorized Budget (2014-15)	Add
Fund Code	Cost Center	Account Number	Amount (2013-14)	Amount (2014-15)	Authorized Budget (2013-14)	Authorized Budget (2014-15)	
No items to show.							

Page 1 of 1 Displaying Items 0 - 0 of 0

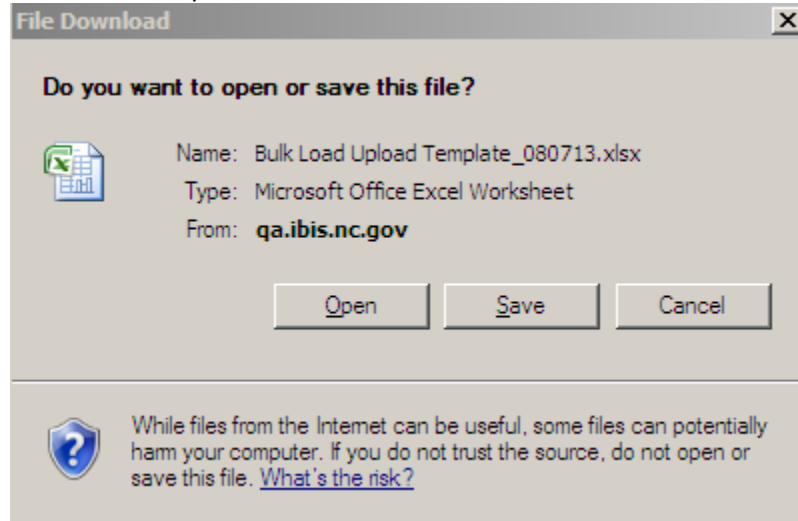
To begin the uploading process, click on the “Excel Processing” button. Once clicked, you will see the following menu.



These four options are described below.

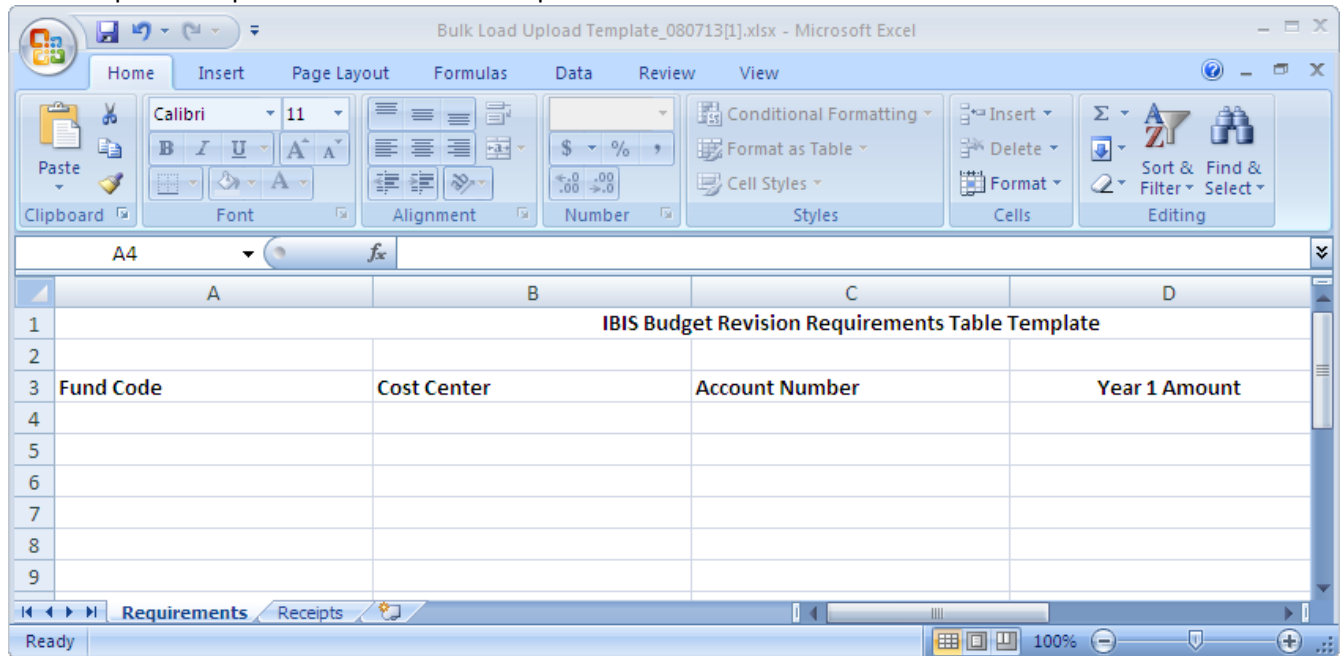
- Download Template: Allows a user to download an Excel template from IBIS.
- Upload & Process: Allows a user to upload data from the Excel template into IBIS.
- Download Bulk Upload Report: Allows a user to download a report that identifies all errors associated with uploading the Excel template to IBIS.
- Export to Template: Allows a user to download requirement or receipt data from IBIS into Excel.

IBIS provides a standardized template for use when uploading data from Excel into the system. You will need to download the template by clicking the “Download Template” option. Clicking this option will produce a “File Download” window that gives you the option to open the template or save it to your computer. You may choose either option.

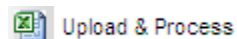


Open the file to view the template. Certain parts of the template have rules and are locked to prevent changes to its format. For example, users cannot enter more than four digits for a fund code and cannot resize the column widths.

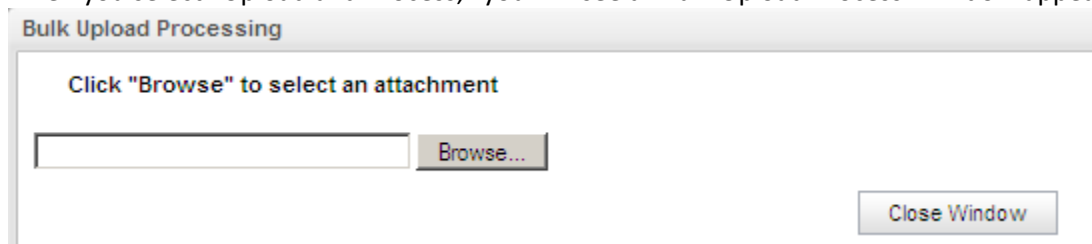
Enter all requirements and receipts saving the document as data is entered. Please be aware that requirements and receipts use separate tabs on the Excel spreadsheet.



Once data entry is complete in the Excel file, you are ready to “Upload and Process” the Excel file within IBIS. In order to complete this step, access the form within IBIS and locate the “Excel Processing” feature on the Budget Detail tab. Click on the icon and select “Upload and Process.”





When you select “Upload and Process,” you will see a “Bulk Upload Process” window appear as shown below.



Click the "Browse" button (**Browse...**) and select the Excel file you wish to upload into IBIS. The system will upload your file and display the following information about processing the file.


Bulk Upload Processing


 Click "Browse" to select an attachment

 **Bulk Load Upload Template_080713_completed (2).xlsx** 78%

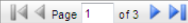
Close Window

Once the file is finished uploading, IBIS will check for validation errors. If there are no errors, the data will populate the form and display a messaging stating "Line item processing completed without errors." Please note that you will need to upload requirements and receipts separately; however, the process is the same for both.


Requirements 


Edit Row Remove Row(s) Sort Rows Cancel Edit  Validation Messages Excel Processing

Fund#	CC#	Account#	Account Description	Y1 Amt	Y2 Amt	Authorized Budget	Authorized Budget	Add
Fund Code	Cost Center	Account Number		Amount (2013-14)	Amount (2014-15)	(2013-14)	(2014-15)	
1100		531214	SPA-REG SAL/WAGE-INDIRECT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1110	531220	SPA TIME LIMITED SAL-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	111001	531221			(\$1,000.00)		\$0.00	
1100	1113	531222			(\$1,000.00)		\$0.00	
1100	1115	531223			(\$1,000.00)		\$0.00	
1100	1120	531230			(\$1,000.00)		\$0.00	
1100	112001	531231			(\$1,000.00)		\$0.00	
1100	112072	531232			(\$1,000.00)		\$0.00	
1100	1130	536601	GLAXO SCHOLARSHIPS	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1140	536602	AUTOMOTIVE TRNG INCENTIVE	\$1,000.00	(\$1,000.00)		\$0.00	
1100	114001	536603	YOUTH DEV CENTER SCHOLAR	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145	531214	SPA-REG SAL/WAGE-INDIRECT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145BL	531220	SPA TIME LIMITED SAL-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145BM	531221	SPA TIME LIMITED SAL-APP	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1150	531222	SPA TIME LIMITED SAL-REC	\$1,000.00	(\$1,000.00)		\$0.00	
1100	115001	531223	SPA TIME LIMITED SAL-UNDE	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1150AF	531230	LEO SALARIES-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1150AP	531231	LEO SALARIES-APPRO	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1151	531232	LEO SALARIES-RECPT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1151AJ	536601	GLAXO SCHOLARSHIPS	\$1,000.00	(\$1,000.00)		\$0.00	

Page 1 of 3  Displaying Items 1 - 20 of 46

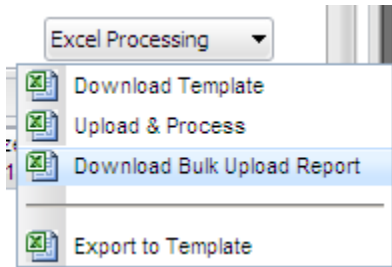
If there are errors, you will receive the following message.

Note 

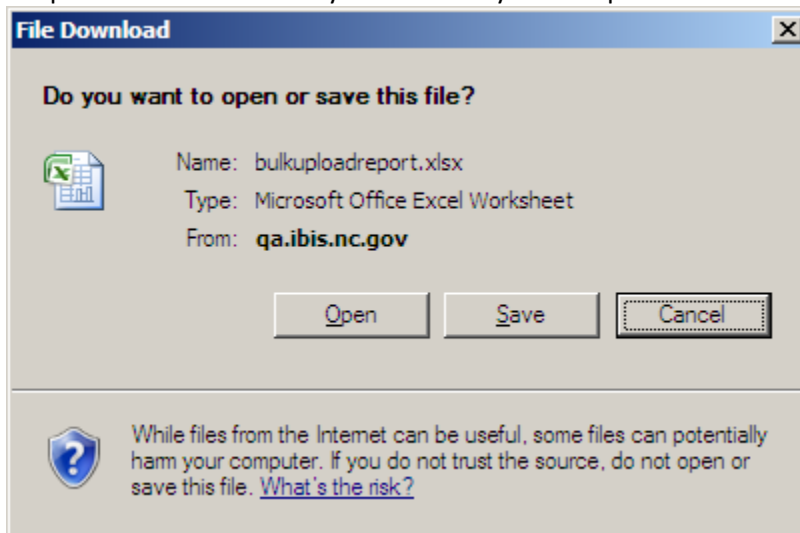
 One or more line items for this action contains errors. All errors must be remediated before processing is successful. Please download the Bulk Upload Report via the menu option and remediate indicated errors and try again.

OK

This message informs you that errors exist that must be fixed prior to fully uploading the data into IBIS. (Note: If even one error exists the upload will not be completed.) If you receive this error, you will need to click on the “Excel Processing” option on the budget detail tab and select the “Download Bulk Upload Report.” This report is a downloadable Excel file that will list all accounts that have errors associated with your upload attempt.



When you select “Download Bulk Upload Report,” you will see the following window appear. You may choose to open the file immediately or save it to your computer.



You will download the Excel spreadsheet and review each row with an identified error. Errors will be identified in column F of the spreadsheet, which is titled “System Use,” and will be highlighted in red.

	A	B	C	D	E	
1						
2						
3	Fund Code	Cost Center	Account Number	Year 1 Amount	Year 2 Amount	System Use
4	1100	1082	531214	1,000	-1,000	Invalid Cost Center
5	1100	1110	531220	1,000	-1,000	
6	1100	111001	531221	1,000	-1,000	
7	1100	1113	531222	1,000	-1,000	
8	1100	1115	531223	1,000	-1,000	
9	1100	1120	531230	1,000	-1,000	
10	1100	112001	531231	1,000	-1,000	
11	1100	112072	531232	1,000	-1,000	
12	1100	1130	536601	1,000	-1,000	
13	1100	1140	536603	1,000	-1,000	
14	1100	1140	536603	1,000	-1,000	Duplicate line item
15	1100	1145	531214	1,000	-1,000	

The red text will describe the type of error. You will need to correct all errors, re-save the spreadsheet, and upload the file into IBIS following the steps described above. The data will only be accepted and loaded into the budget revision form once all errors are addressed.

Downloading Data to Excel

IBIS has the ability to download data from IBIS into Excel. This feature may assist users copy data from one budget revision to another. The following section provides step-by-step instructions on how to use the download feature.

There is an “Excel Processing” feature located in the upper right corner of the Budget Detail tab as show below.

Requirements?

Edit Row

Remove Row(s)

Sort Rows

Cancel Edit

Validation Messages

Excel Processing

Fund#

CC#

Account#

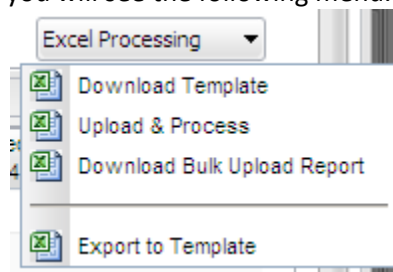
Y1 Amt

Y2 Amt

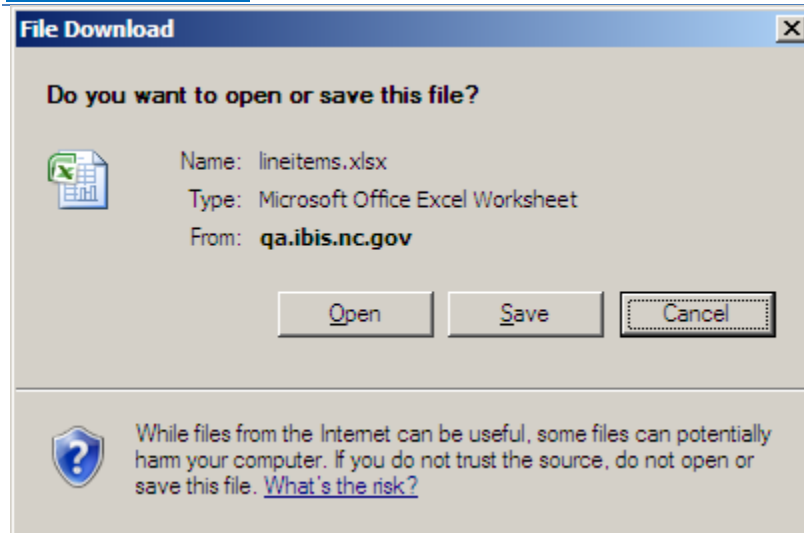
Add

Fund Code ^ 1	Cost Center ^ 2	Account Number ^ 3	Account Description	Amount (2013-14)	Amount (2014-15)	Authorized Budget (2013-14)	Authorized Budget (2014-15)	
1100		531214	SPA-REG SAL/WAGE-INDIRECT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1110	531220	SPA TIME LIMITED SAL-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	111001	531221	SPA TIME LIMITED SAL-APP	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1113	531222	SPA TIME LIMITEDSAL-REC	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1115	531223	SPA TIME LIMITED SAL-UNDE	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1120	531230	LEO SALARIES-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	112001	531231	LEO SALARIES-APPRO	\$1,000.00	(\$1,000.00)		\$0.00	
1100	112072	531232	LEO SALARIES-RECPT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1130	536601	GLAXO SCHOLARSHIPS	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1140	536603	YOUTH DEV CENTER SCHOLAR	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145	531214	SPA-REG SAL/WAGE-INDIRECT	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145BL	531220	SPA TIME LIMITED SAL-UNIV	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1145BM	531221	SPA TIME LIMITED SAL-APP	\$1,000.00	(\$1,000.00)		\$0.00	
1100	1150	531222	SPA TIME LIMITEDSAL-REC	\$1,000.00	(\$1,000.00)		\$0.00	

To begin the download process, click the dropdown arrow next on the “Excel Processing” button. Once clicked, you will see the following menu.



Select the “Export to Template” option to download the data entered into IBIS into an Excel spreadsheet. Note you will need to download data from the requirements and receipts tables separately. Once selected, you will see the following window. You may choose to open the file immediately or save it to your computer.

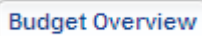


Open the Excel spreadsheet to review your data. The Excel spreadsheet may default to the receipts or requirements tab so you will need to be sure to select the correct tab to view your data. The file will appear as shown below.

	A	B	C	D	E	
1	IBIS Budget Revision Requirements Table Template					
2						
3	Fund Code	Cost Center	Account Number	Year 1 Amount	Year 2 Amount	System Use
4	1100		531214	1,000	-1,000	
5	1100	1110	531220	1,000	-1,000	
6	1100	111001	531221	1,000	-1,000	
7	1100	1113	531222	1,000	-1,000	
8	1100	1115	531223	1,000	-1,000	
9	1100	1120	531230	1,000	-1,000	
10	1100	112001	531231	1,000	-1,000	
11	1100	112072	531232	1,000	-1,000	
12	1100	1130	536601	1,000	-1,000	
13	1100	1140	536603	1,000	-1,000	
14	1100	1145	531214	1,000	-1,000	
15	1100	1145BL	531220	1,000	-1,000	

Requirements Receipts

Budget Overview Tab

Move to the top of the budget revision form and click on the Budget Overview tab  to bring that portion of the form to the forefront.

**** STATUS: BRU_DRAFT ****

UnLock Form

Basic Information Positions Budget Detail **Budget Overview** Attachments

Requirements

Fund Code	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)
1110	531213	SPA-REG SALARIES-UNDESIG	\$0.00	\$110,000.00	\$0.00	\$0.00
1110	531513	SOCIAL SEC CONTRIB-UNDES	\$0.00	\$8,415.00	\$0.00	\$0.00
1110	531523	REG RETIRE CONTRIB-UNDES	\$0.00	\$15,741.00	\$0.00	\$0.00
Fund (1110) Totals :			\$0.00	\$134,156.00		

Receipts

Fund Code	Account Number	Account Description	Amount (2011-12)	Amount (2012-13)	Authorized Budget (2011-12)	Authorized Budget (2012-13)
No items to show.						

Summary

	2011-12	2012-13
Total Requirements	\$0.00	\$134,156.00
Total Receipts	\$0.00	\$0.00
Appropriation	\$0.00	\$134,156.00

Transfer to/from

Budget Code	Amount (2011-12)	Amount (2012-13)	Revision Type	Reference Number
No items to show.				
Total Appropriation Transfer:		\$0.00	\$0.00	

Export PDF Save Draft Save & Close Ready To Submit Delete Request

The Budget Overview tab is a read only tab that reflects the data entered on the Budget Detail screen and it shows summaries by fund. None of the data on this tab is editable.

At the bottom of the form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document found on the [IBIS website](#).